Approved For Release 2000/09/08 : CIA-RDP72-00450R000100200013-6

RECORDS MANAGEMENT CONFERENCE

1 NOV 1967

(classification)

STATINTL BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME	2. POSITION TITLE	3. OFFICE
[redacted]	CHIEF / FINANCE REGISTRY	FIN

4. IMMEDIATE SUPERVISOR

NAME	BUILDING	ROOM
[redacted] STATINTL	KEY	1211
TITLE CHIEF, SUPPORT STAFF	OFFICE FINANCE	

5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM

	FORMS MANAGEMENT		VITAL RECORDS SCHEDULES AND DEPOSITS
	CORRESPONDENCE IMPROVEMENT		RECORDS CONTROL SCHEDULES
	REPORTS CONTROL	X	RECORDS RETIREMENT ACTIVITIES
	FILE SYSTEMS	X	MAIL OPERATIONS
X	FILE EQUIPMENT AND SUPPLIES	X	SUPPLEMENTAL DISTRIBUTION
	RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)
	REGULATORY ISSUANCES		
	AUTOMATION DEVELOPMENT [ ] NEW [ ] EXISTING		

6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)

FILE ROOM (ACCTG VOUCHERS)
REGISTRY (ENTER MOVEMENT OF DOCUMENTS)
AREA TOP SECRET CONTROL
MAINTETNANCE OF ~~FINANCE~~ PSEUDO FILE
PROVIDE COURIER SERVICE FOR OFFICE OF FINANCE

7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES ..... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM — 50% of time

8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)

FROM - TO	GRADE	POSITION OR DUTIES	COMPONENT
NOV. 1963 to present	8	CHIEF, OFFICE OF FINANCE REGISTRY (THIS IS MY ONLY EXPERIENCE — I AM NOT RMO.)	DDS

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RECORDS PROGRAM TRAINING

9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT		
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION		
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list)		

10. INTERNAL TRAINING ON RECORDS MANAGEMENT

Have received only on-the-job training from our RMO- [redacted].

STATINTL

11. AUTOMATION TRAINING (Internal or External)

Am presently taking a course in "INTRODUCTION TO DATA PROCESSING", A TOTAL OF 45 HOURS — Fairfax Co Adult Educ. (15 WEEKS)

NO

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